

### **Safety**

## **CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

CAPR 62-1, 14 April 2006, is supplemented as follows:

### **SECTION 1 – Responsibilities**

f. (Added) The Wing Commander will appoint a Director of Safety (SE) to actively administer the Wing Safety Program, provide guidance and assistance to the Wing as necessary, and report directly to the Commander on all matters concerning safety.

g. (Added) Unit Commanders are responsible for conducting an active and comprehensive safety program in their units and must appoint a SE to administer the program. SEs should not hold any other position. In units with aircraft, the SE's qualifications must comply with those outlined in CAPR 62-1.

h. (Added) Unit SEs will be responsible for conducting an active and aggressive safety program within their unit, and will report directly to their Commander on all matters relating to safety.

i. (Added) The SE position is a staff function. Under normal circumstances, a SE observing an unsafe condition will report it to the Unit Commander for action. However, if a SE becomes aware of an unsafe condition of such magnitude or obvious risk that a real danger exists, that SE shall exercise command authority and order the activity stopped until corrective measures are taken. The SE's order shall not be countermanded. Command shall ensure that corrective actions are taken. If command believes that the SE acted in haste, he may submit a written report to the HIWG/SE detailing the incident and asking for an inquiry. Any SE exercising command authority shall submit to the HIWG/SE, a detailed report describing the incident and his/her actions.

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Supersedes any HIWG Supplements.

OPR: SE

Distribution: In accordance with CAPR 5-4.

### **SECTION 3 – Required Program Criteria**

#### **i. (Added) Manning**

Each Unit Commander will submit a CAP Form 2a appointing the Unit SE, with an attachment showing rank, name, mailing address, residence address, and the telephone number(s) where he/she can be reached, to HIWG HQ/SE. In addition, each unit commander whose members include Cadets may appoint a Cadet SE and submit a CAP Form 2a to the Wing SE. Wing SE will compile the subordinate unit information into a Wing SE Roster, and forward it to the Wing Commander. Wing SE shall reissue this roster and submit a copy to the Wing Commander any time a subordinate Unit SE is replaced.

#### **j. (Added) Quarterly Activity Reports.**

Squadron SEs shall submit a report documenting the unit's safety program, to Wing HQ / SE. Negative reports are unacceptable and shall be returned to the unit commander for correction.

k. (Added) The active participation of Cadet SEs is to be encouraged and promoted throughout the unit safety program. They are to be given access to all safety related publications and forms and provided with all necessary assistance in gaining a working knowledge of Safety.

l. (Added) A Pilot's Information File (PIF) shall be maintained by the Unit Operations Officer in cooperation with the Unit SE. It will contain any safety-related information of interest to Pilots, as well as information conducive to safe flight operations. An All Personnel File (APF) may be substituted if the SE wants to cover a wider range of subjects. If this is done, the PIF may be integrated into the APF. A squadron roster will be attached to the file so that readers may initial the roster for record keeping purposes.

## **Section 6 – Safety Officer Responsibilities**

11. (added) CAP Safety Improvement or Hazard Report, CAP Form 26.

A copy of any completed hazard report shall be forwarded to the HIWG/SE with a statement of corrective action taken. After evaluation, any necessary follow-up action will be taken.

12. (added) Safety Surveys.

Each unit will conduct an annual safety survey using the form found in CAPR 62-1 Atch. 4. This survey will be conducted during the second quarter of the calendar year. The completed form shall be forwarded to HIWG/SE and a copy filed at the Unit Headquarters. Any discrepancies noted in the survey shall be promptly corrected and the Wing SE advised.

13. (added) Pilot Proficiency Program (PPP).

The FAA does not forward documentation of participation in the FAA/PPP (Pilot Proficiency Program) to Wing SE. Units are required to forward a copy of the Certificate of Completion of the last phase of this program to HIWG/SE, so that HQ HIWG may maintain a permanent record.

## **SECTION 7 – ACTIVITY SAFETY OFFICER (Added)**

1. Missions, Encampments, and Other Operational Activities.

a. In order to promote safety consciousness, aircraft and vehicles participating in organized activities will be subject to pre-inspection. The Incident Commander may waive this requirement for actual ES and CD missions where it is determined to be impractical. Waiver of formal preinspection by a SE does not waive routine pre-flight or vehicle inspections required by other directives.

b. The Activity Commander shall appoint a SE for all organized activities within HIWG. This position is to be filled by a Unit SE, whenever possible, but in any case by a mature individual of good judgment, prior to the start of any such activity. If the activity involves flying, the SE must be a pilot.

c. At the conclusion of the activity, if no significant safety issues have occurred, the SE shall advise the Activity Commander of that fact. The Activity Commander shall make an entry to that effect in his activity report. However, if any significant safety issues have occurred during the activity, the SE shall write an after-action report describing those issues and how they

were resolved. That report shall be included with the other reports written on the activity and a copy of the after-action report shall be forwarded to the HIWG/SE.

## **SECTION 8 – AIRCRAFT/VEHICLE OPERATION (Added)**

1. Aircraft.

a. Any Incident Commander, Safety Officer, Operations Officer or CAP Pilot shall ground any Corporate or member-owned aircraft observed to be unsafe at any time, when being used in any CAP flight activity. In such cases, grounding any aircraft shall only be done with rational judgment, significant and reasonable cause. A "GROUNDED" tag will be attached to control yoke/stick and if it is a Corporate aircraft, an entry shall be made in the aircraft flight record. For Corporate aircraft, the Wing Aircraft Manager will be notified as soon as possible. Any Corporate aircraft so grounded, shall NOT be flown until competent authority has deemed it to be airworthy.

b. Any pilot who deliberately flies a grounded Corporate aircraft shall be subject to grounding and possible termination of membership.

c. Any CAP member who observes any Corporate or member-owned aircraft, while engaged in CAP flight activity, which is being operated in a hazardous manner in the air or on the ground, or in violation of CAP or FAA regulations, shall forward a written report to Wing Headquarters within 48 hours. The report shall contain:

- (1) Date and time.
- (2) Aircraft identification number and type.
- (3) Pilot's name (if possible).
- (4) Location (be specific).
- (5) Description of the unsafe activity or violation of regulations.
- (6) Names and unit affiliation of witnesses, if any, with addresses and telephone numbers if possible.

2. Vehicles.

a. Any CAP member who observes a Corporate vehicle that appears to be unsafe will notify the Commander or SE of the unit having custody of the vehicle and the Wing Transportation Officer. This notification should be in writing. The vehicle shall not be operated until corrective action has been taken and approval of the Unit Commander is obtained.

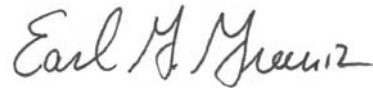
b. Any CAP member who observes a Corporate vehicle being operated in a hazardous or unsafe

manner, shall forward a written report to the Unit Commander to which the vehicle is assigned, if known, with a copy sent to the Wing Transportation Officer, who in turn shall advise the HIWG/SE. This report shall be forwarded within 48 hours of the observation and shall contain the following information:

- (1) Date and time.
- (2) License number/Wing ID number.
- (3) Driver's name (if known).
- (4) Description of unsafe activity.

c. The Unit Commander shall investigate such reports and forward the findings to Wing Headquarters as soon as possible, but not later than 30 days after the event came to light. Requests for additional time to investigate shall be directed to the Inspector General for consideration.

OFFICIAL

A handwritten signature in dark ink, appearing to read "Earl G. Greenia". The signature is fluid and cursive, with the first name "Earl" being more prominent.

EARL G. GREENIA, Colonel, CAP  
Commander

DARRYL CHOY, Lt. Col., CAP  
Director of Administration